

Secretary

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1 (cont.)	<p>100/24 Actual Emergency and Repairs Report</p> <p>27-A Copy of Contract Awarded</p> <p>26-A Notice of Award of Contract</p> <p> Delivery Invoice</p> <p>51 Report of Partial Delivery</p> <p>52 Credit Memorandum</p> <p> Budget Bureau (Department of Budget and Procurement)</p> <p>BB-1 (Rev.), Budget Schedule and Amendment Sheet formerly BB-1 & BB-2</p> <p>B.P. Inv. R101 Report of Fixed Assets (annual)</p> <p>B.P. Inv. R102 Report of Materials and Supplies (annual)</p> <p>B.P. Inv. 6 Materials and Supplies Physical Inventory, (annual)</p> <p>Budget Form Nos. 1 Budget Estimates Fiscal Year thru 11</p> <p> Others</p> <p> Telephone call records</p> <p> Fee Voucher (Receipt) Books</p> <p> Petty Cash Books</p> <p> Check Registers (discontinued)</p> <p> Bank Books</p> <p> War Bond Accounts</p> <p> Check stubs and canceled checks</p> <p> Expense Account Sheets (all divisions)</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.</p>	